

DRAFT—CIO COUNCIL AWARDS—2002

WHAT IS THE AWARDS PROCESS? HOW DO I NOMINATE A PERSON OR TEAM FOR AN AWARD?

1. Complete CIO Council Award Recipient Information Form
2. Prepare a written justification of why person/team should be considered for award
3. Obtain approval from agency supervisor (which may be obtained via email)
4. Submit award packages (information form, justification, supervisor approval) to
 - a. Email at sarah.lindenau@gsa.gov
 - b. Fax 202 501-3136
 - c. Mail to: General Services Administration
Interagency Management Division (MKA)
Room 2227
Washington, DC 20405
Attn: Sarah Lindenau
5. Award packages after preliminary review for completeness are evaluated by CIOC Awards Team
 - a. 3-5 CIOC Executive Committee and subcommittee chairs (no delegations please)
 - b. Review nominations for merit
 - c. Prepare recommendations for CIOC Chair
6. CIOC Chair or designee in collaboration with executive committee and subcommittee chairs finalize recommendations
7. Processing of the awards will take approximately four weeks
8. Award checks will be issued by GSA and not through the recipients payroll system
9. The check (after taxes) and a certificate will be issued at the awards ceremony (if decided by CIOC Executive Committee) or mailed to home address of award recipient

NOTE: RECIPIENT SHOULD EXPECT A W2 STATEMENT AT THE END OF THE YEAR FROM GSA

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CIO COUNCIL AWARD RECIPIENT INFORMATION FORM

Name (Print Full Name):	
Name of Agency: (Dept and Bureau)	
Program Area:	
Work Mailing Address:	
Email Addresses:	
Office Phone:	
Cell Phone:	
Title:	
Pay Plan//Grade/Series:	
(Awards to SES positions require special additional processes—we may need more information later)	
Supervisor's Information:	
Name:	
Phone:	
Supervisor's Email Address:	
W-2 Mailing Address (Residence):	
Award Recipient's Social Security Number:	
For what state do you pay state taxes?	
What is your retirement system?	
CSRS:	FERS:
Award Recipient's Agency Human Resources/Personnel Point of Contact:	
Name:	
Phone:	
Upon completion of this form return to Sarah Lindenau (202-219-0893) or fax to (202) 275-4303	
<i>GSA STAFF USE</i>	
GSA point of contact responsible for coordinating and /or processing awards:	
Name: <i>GSA/CPSE Lena Fant</i>	Phone: